



Download this form before you begin

Please download and complete with Adobe Acrobat. If you're using a browser to complete this form you may lose your information. Send this form and any attachments to AircraftRegistration@casa.gov.au.

Purpose of this form

Use this form to notify CASA of changes to the **aircraft details** on an aircraft that is already VH registered in accordance with regulation 47.115 of the Civil Aviation Safety Regulations 1998 (CASR).

Who is this form for?

This form is for the aircraft registration holder, or an authorised registered operator, to notify a change to aircraft details.

Information needed to complete this form

If there has been a change in the aircraft **ownership**, or to the appointed **registered operator** please refer to the relevant forms and instructions [Aircraft register forms and fees](#).

If there has been a change in the registered owner **contact or address** details, follow the instructions on [changing your details](#).

Aviation Reference Number (ARN)

An ARN is required to complete this form. If you do not have an ARN, [apply now](#).

If you are applying on behalf of an organisation, you will need to have authority to act on the entity's (applicant's) behalf and be able to provide the organisation's ARN.

Contact details

It is important the contact details on the ARN profile are current. CASA uses these contact details when processing this application.

If your address, contact or other details have changed, you must update them online using [changing your details](#) prior to lodging this form.

Failure to provide up to date contact details to CASA could result in additional fees being charged under the *Civil Aviation (Fees) Regulations 1995* and may constitute a criminal offence.

Privacy

Any personal information you provide to CASA is protected by the *Privacy Act 1988*. CASA can only collect, use and disclose that information in accordance with that Act.

CASA will use the information collected in this form for purposes associated with performing its functions under civil aviation legislation and other Australian laws.

For full details on how CASA collects, protects and uses personal information, please refer to [CASA's Privacy Statement](#).

For more information

Go to the [CASA website](#) or [contact us](#).

Aircraft registration

- 1 What are the aircraft details, as currently recorded on the certificate of registration?

Registration mark (VH-)

Manufacturer

Model

Serial number

- 2 Who is notifying this change to the aircraft?

Aircraft registration holder

Registered operator

Notifier details

- 3 What are the details of the notifier of this change?

If the **registered operator** is making this notification then **authority** to act on behalf of the registration holder must be attached.

Legal entity/full name

ARN

Phone number

Email address

 **Attach authority if required**

Details to be amended

- 4 What details need to be amended for this aircraft?

Details for make, model and serial number must match the details on the aircraft data plate. If a change has been made by you, provide the date the change occurred. If the notification relates to an error in the registration details, note '00/00/0000' in the date field.

Date the change occurred (DD/MM/YYYY)

/ /

Details to be amended

For example: serial number, model, manufacturer, engine, propeller, maximum take-off weight

Old details

New details

Only needed if more than one detail/component has changed.

Date the change occurred (DD/MM/YYYY)

/ /

Details to be amended

Old details

New details

Only needed if more than one detail/component has changed.

Date the change occurred (DD/MM/YYYY)

/ /

Details to be amended

Old details

New details

 **Attach additional pages if required**

5 What is the reason for the change?

Provide an explanation of the reason for the change below.

For example: 'model changed due to installation of Service bulletin SB-1234'.

If you require additional space attach a separate page. Attach evidence of the change, for example: photo of data plate, copy of the applicable STC/Service Bulletin, etc.

Attach evidence

Notification checklist

6 Select all that apply:

Letter of authority is attached

Photo of data plate is attached

Copy of the applicable STC/Service Bulletin is attached

If other please specify

Notification declaration

7 I declare that:

- I am the registration holder or registered operator identified in question 3, or an authorised representative of the entity named in question 3.
- My details, including the address held by CASA for me (or the company), are true and correct.
- All statements in this notice are true and correct and I have read and understood all provisions of the *Civil Aviation Safety Regulations 1998* which are relevant to this notice.
- I understand CASA will use the currently held details to process this notice and it is my responsibility to ensure my details are correct prior to lodgment.
- I consent to CASA using and disclosing my personal information in accordance with [CASA's Privacy Statement](#) including exchanging the information with Commonwealth, state and territory government agencies.
- I have attached all required documentation specified in the notification checklist.
- I acknowledge that to knowingly make a false or misleading statement in this notice is an offence against the *Criminal Code Act 1995*.

Full name

Date (DD/MM/YYYY)

/ /

In what capacity are you making this declaration?

Director Company Secretary

CEO Vice President

President Agent/Other

An authority must be provided if the person making this declaration is not the individual or an office holder of the entity named in question 3.

Attach authority

Nothing further is required if you do not require a replacement Certificate of Registration. **No fee is applied.**

If you have changed the aircraft's manufacturer, model and/or serial number and require a replacement Certificate of Registration, go to **question 8**.

Certificate of registration issue

8 Do you require the replacement Certificate of Registration to be sent to an address **other** than the postal address CASA holds for the registration holder?

No → [Go to Payment page](#)

Yes → [Go to 9](#)

9 What are the issue details?

Addressee

Unit/number

Street name/PO box

Suburb

State/territory

Postcode

Country (if not Australia)

The entity paying the fee for this application should complete the payment authorisation.



Payment authorisation

10 Application fees

Replacement of a certificate of registration –
processing and consideration of application –

Fee Code: 12.4.....**\$65**

Total:

11 Payment options

OPTION 1 Online payment

Make a secure payment online >

Online payments are more secure and also enable CASA to process your request faster.
To make a payment go to [Secure payment gateway](#).
After making a payment, enter the online receipt number below.

Provide the online receipt number below;

OPTION 2 Credit card

I hereby authorise the Civil Aviation Safety Authority to **debit** the following amount from:

Mastercard Visa Total \$

Card number

Expiry (MM/YY)

/

Cardholder name

Signature

Date (DD/MM/YYYY)

/

/

Receipt options Applicant **or** Third party (provide details below)

Details of third party

ARN (If applicable)

Email

Legal Entity/ Full name

Phone number

Submitting this form to CASA



By email – send this form with all supporting documents
attached to AircraftRegistration@casa.gov.au



By post – return this form and all supporting documents to:

CASA Client Services Centre
GPO Box 2005
Canberra ACT 2601